

Message Text

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S:PRTARNOFF
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NEA:ALATHERTON
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FM SECSTATE WASHDC
TO AMEMBASSY TEL AVIV IMMEDIATE
AMEMBASSY CAIRO IMMEDIATE
AMEMBASSY AMMAN IMMEDIATE
AMEMBASSY DAMASCUS IMMEDIATE
AMEMBASSY JIDDA IMMEDIATE
INFO AMCONSUL JERUSALEM IMMEDIATE

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E.O. 11652: DECLASSIFIED 3/31/77

TAGS: OVIP (VANCE, CYRUS R)

SUBJECT: SECVISIT - ADMINISTRATIVE/LOGISTICAL ARRANGEMENTS

THE ADMINISTRATIVE/LOGISTICAL REQUIREMENTS IN SUPPORT OF
THE SECRETARY'S VISIT FOLLOW. LOCAL CONDITIONS AND LENGTH
OF STOP WILL NECESSITATE SOME CHANGES OR SUBSTITUTIONS BUT
IT IS IMPORTANT THAT WE BE TOLD WHAT THEY ARE. SEE
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LAST PARAGRAPHS FOR INSTRUCTIONS TO SPECIFIC POSTS.

THE FOLLOWING DEFINITIONS ARE OFFERED FOR CLARIFICATION:

A. SPECIAL ASSISTANTS' OFFICE - THIS IS THE OFFICE STAFFED
BY THE SECRETARY'S EXECUTIVE/SPECIAL ASSISTANTS AND
SECRETARIES ALL OF WHOM TRAVEL ABOARD SECRETARY'S AIRCRAFT.

B. SECRETARIAT STAFF (S/S) - THE SECRETARIAT STAFF IS RESPONSIBLE FOR TRIP SCHEDULING, LIAISON BETWEEN THE PARTY AND EMBASSY PERSONNEL, AND MANAGEMENT OF ALL COMMUNICATION TO AND FROM THE PARTY. TYPICALLY, S/S STAFFS THE TRIP WITH TWO TEAMS, EACH COMPOSED OF ONE OFFICER AND ONE SECRETARY. ONE TEAM ARRIVES IN ADVANCE

OF THE SECRETARY TO REVIEW POST PREPARATIONS. THE SECOND TEAM ARRIVES ABOARD THE SECRETARY'S AIRCRAFT.

C. SECRETARIAT EXECUTIVE OFFICE (S/S-EX) - THIS OFFICE IS RESPONSIBLE FOR ADMINISTRATIVE AND LOGISTICAL MATTERS FOR THE SECRETARY'S VISIT AND IS HEADED BY THE TRIP ADMINISTRATIVE OFFICER WHO TRAVELS ABOARD THE SECRETARY'S AIRCRAFT.

D. SENIOR STAFF - OFFICIAL PARTY AND OTHER OFFICERS ABOARD SECRETARY'S AIRCRAFT.

1. ETA - PARTY COMPOSITION

THE SECRETARY'S PARTY WILL BE COMPOSED OF ABOUT FORTY PEOPLE INCLUDING SUPPORT STAFF AND PRESS PLUS TWENTY-MEMBER AIRCRAFT CREW. THE GROUP WILL TRAVEL ON A SPECIAL MILITARY AIRCRAFT. PASSENGER LIST WILL BE FURNISHED BY SEPTTEL.

2. ENTRY/EXIT FORMALITIES
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A. PLEASE OBTAIN WAIVER OF ANY VISA REQUIREMENTS FOR PARTY, PRESS, AND CREW AS WELL AS FOR ADVANCE SECRETARIAT AND SY PERSONNEL TRAVELLING COMMERCIALY. PLEASE ADVISE BY IMMEDIATE CABLE IF THIS CAN BE DONE.

B. ARRANGE FOR CONSOLIDATED IMMIGRATION/CUSTOMS CLEARANCES FOR PASSENGERS AND BAGGAGE ABOARD SECRETARY'S AIRCRAFT AND ASSIGN EMBASSY OFFICER TO RECEIVE PASSPORTS AND FACILITATE ENTRY AND EXIT.

3. OFFICE SPACE/SLEEPING ACCOMMODATIONS:

THE SECRETARY AND PARTY SHOULD BE BILLETED FOR BOTH LODGING AND OFFICE PURPOSES IN ONE CENTRALLY LOCATED HOTEL. KNOWN REQUIREMENTS FOR THE PARTY TRAVELLING ABOARD THE AIRCRAFT ARE: ONE (1) SUITE AND THIRTY-NINE (39) SINGLES FOR SLEEPING QUARTERS AND TWELVE (12) DOUBLE ROOMS TO BE USED AS OFFICES. PLEASE NOTE THAT

THESE ROOMS DO NOT REPEAT NOT INCLUDE ROOM REQUIREMENTS
FOR ADVANCE PERSONNEL. (SEE ALSO PARAGRAPH 6 BELOW.)

ACCOMMODATIONS FOR THE CREW ARE USUALLY REQUESTED
THROUGH MILITARY ATTACHE CHANNELS. IF AT ALL POSSIBLE
WE WANT CREW BILLETED IN SAME HOTEL AS THE PARTY.

A. ACCOMMODATIONS FOR SECRETARY AND SPECIAL ASSIST-
ANTS:

(1) SECRETARY'S SUITE: IT MUST BE OF SUFFICIENT SIZE
FOR HOLDING MEETINGS AND/OR HOSTING SMALL DINNERS.

(2) SPECIAL ASSISTANTS' BEDROOMS: TWO (2) BEDROOMS
LOCATED NEAR THE SECRETARY'S SUITE.

(3) SPECIAL ASSISTANTS' OFFICE: ONE (1) LARGE OR TWO
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(2) CONNECTING DOUBLE ROOMS CONVERTED TO AN OFFICE FOR
THE SECRETARY'S IMMEDIATE STAFF. MINIMUM REQUIREMENTS:

- FIVE DESKS OR WORKING TABLES

- FIVE TYPEWRITERS AND TYPEWRITER STANDS

- DESK LAMPS

- OFFICE SUPPLIES (SEE PARAGRAPH 16 FOR SPECIFICS)

- COPY MACHINE

(4) HOLDING ROOM: A DOUBLE ROOM CONVERTED AND FURNISHED
TO SERVE AS A WAITING ROOM FOR THE SECRETARY'S VISITORS.

(5) SY COMMAND POST: ONE DOUBLE ROOM LOCATED IN THE
VICINITY OF THE SECRETARY'S SUITE AND SPECIAL ASSISTANTS'
OFFICE.

B. SUPPORT OFFICES

BECAUSE OF THE REQUIREMENT FOR CONTROLLED ACCESS FOR
OPEN STORAGE OF CLASSIFIED MATERIAL, THE S/S AND SENIOR
STAFF OFFICES SHOULD OCCUPY CONTIGUOUS SPACE; THEY
SHOULD NOT, REPEAT NOT BE LOCATED ON SAME FLOOR AS THE
SECRETARY'S SUITE.

(1) SECRETARIAT STAFF (S/S): A TOTAL OF THREE (3) CON-
NECTING DOUBLE ROOMS. TWO (2) SHOULD BE CONVERTED INTO
OFFICES AND THE THIRD DOUBLE SHOULD BE RESERVED FOR

OVERFLOW, CONTINGENCY OFFICE SPACE AND FOR THE STORAGE OF BULKY BRIEFCASES, FOOTLOCKERS AND TRUNKS OF CLASSIFIED MATERIAL. MINIMUM REQUIREMENTS FOR THE TWO S/S ROOMS:

- FIVE DESKS OR WORKING TABLES
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- FOUR TYPEWRITERS AND FOUR STANDS

- DESK LAMPS

- ONE BEST AVAILABLE COPIER (24-HOUR SERVICE)

- NORMAL AMOUNT OF OFFICE SUPPLIES (SEE PARAGRAPH 16 FOR SPECIFICS)

(2) SENIOR STAFF OFFICE: DOUBLE ROOM CONVERTED TO AN OFFICE FOR THE USE OF THE OFFICIAL PARTY. EQUIP WITH DESKS OR WORK TABLES AND A MINIMUM OF TWO TYPEWRITERS, OFFICE SUPPLIES, ETC.

(3) VISITORS RECEPTION ROOM: THIS ROOM, AN INFORMATION/ RECEPTION CENTER FOR THE PARTY, CAN BE MANNED BY AMERICAN AND/OR FSL POST PERSONNEL. ACCOMMODATION EXCHANGE SERVICE SHOULD BE PROVIDED. CIGARETTES, BEVERAGES AND SUNDRIES CAN BE MADE AVAILABLE FOR SALE BUT NO BAR FACILITIES. AN ASSORTMENT OF MAPS, TOURIST BOOKLETS AND SIMILAR HAND-OUTS WOULD BE APPRECIATED.

(4) PRESS ROOM: TWO (2) CONNECTING DOUBLE ROOMS. SEE SEPTEL ON PRESS ARRANGEMENTS FOR SPECIAL REQUIREMENTS.

4. DESIRED ROOM/OFFICE CONFIGURATIONS:

THIS IS IMPORTANT.

THE PREFERRED CONFIGURATION IS FOR THE SECRETARY'S SUITE, THE SPECIAL ASSISTANTS' OFFICE AND BEDROOMS, THE "HOLDING ROOM" AND THE SY COMMAND POST TO BE LOCATED IN ONE AREA WITH THE OTHER OFFICES (I.E. S/S, SENIOR STAFF ETC.) LOCATED ON DIFFERENT FLOOR. ALL BEDROOM FURNITURE SHOULD BE REMOVED FROM OFFICES.

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IDEALLY THE ROOMS IN THIS COMPLEX WOULD BE SET UP WITH THE SECRETARY'S SUITE AT THE END OF A CORRIDOR, SPECIAL ASSISTANTS' BEDROOMS ON EITHER SIDE OF THE SUITE ACROSS FROM ONE ANOTHER, THE HOLDING ROOM AND SPECIAL ASSISTANTS' OFFICE NEXT TO THE BEDROOMS AND THE SY COMMAND POST NEXT TO THE OFFICE. ACCESS TO THIS AREA MUST BE CONTROLLED BY MARINE SECURITY GUARDS. UNDER NO CIRCUMSTANCES SHOULD THE SPECIAL ASSISTANTS' OFFICE BE LOCATED ADJACENT TO THE SECRETARY'S SUITE.

5. HOST GOVERNMENTS FREQUENTLY INVITE THE SECRETARY TO STAY IN OFFICIAL GUEST QUARTERS. SUCH INVITATIONS SHOULD NOT BE SOLICITED OR ENCOURAGED BUT IF FORMALLY EXTENDED POSTS SHOULD NOTIFY THE DEPARTMENT IMMEDIATELY. (FYI, THE SECRETARY WILL NORMALLY ACCEPT THE INVITATION, SECURITY CONDITIONS PERMITTING.)

IF THE SECRETARY ACCEPTS INVITATION TO STAY IN GOVERNMENT QUARTERS, PLEASE ATTEMPT TO OBTAIN, BUT NOT REPEAT NOT AT THE EXPENSE OF PRESSURING OR INCONVENIENCING THE HOSTS, ACCOMMODATIONS FOR THE FOLLOWING AT THE SAME LOCATION IN THE DESCENDING ORDER OF PRIORITY: (A) OFFICE SPACE FOR THE SPECIAL ASSISTANTS; (B) SPACE FOR SY COMMAND POST; AND (C) SLEEPING ACCOMMODATIONS FOR AT LEAST ONE SPECIAL ASSISTANT.

6. OTHER LODGING REQUIREMENTS:

ALL ADVANCE PERSONNEL, WITH THE EXCEPTION OF SECRETARIAT TEAMS, NEED NOT AND PROBABLY SHOULD NOT RESIDE IN THE SAME HOTEL AS THE SECRETARY AND PARTY. WISH TO EMPHASIZE, HOWEVER, THAT IT IS IMPORTANT THAT SECRETARIAT TEAM BE IN HOTEL WITH PARTY.

7. GROUND TRANSPORTATION
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THE SECRETARY WILL USE EMBASSY FURNISHED TRANSPORTATION OR A HOST GOVERNMENT CAR IF OFFERED AND IF APPROVED BY SECURITY. EACH ADDRESSEE POST IS REQUESTED TO RESERVE ITS BEST ARMORED SEDAN FOR THE EXCLUSIVE USE OF THE SECRETARY FOR THE DURATION OF THE VISIT. OPERATIONALLY THE VEHICLE WILL BE UNDER THE CONTROL AND SUPERVISION OF THE SENIOR SY OFFICER IN CHARGE OF THE ADVANCE TEAM.

ASSIGNED CARS WITH DRIVERS FOR THE DURATION OF THE VISIT WILL BE REQUIRED FOR THE EXCLUSIVE USE OF THE FOLLOWING:

(1) ONE VEHICLE FOR EACH MEMBER OF THE PARTY WITH THE RANK OF ASSISTANT SECRETARY.

(2) ONE VEHICLE FOR THE SPECIAL ASSISTANTS. (NOTE: IN DEVELOPING MOTORCADE ASSIGNMENTS THE SPECIAL ASSISTANTS' CAR, PROTOCOL NOTWITHSTANDING, IS TO BE SPOTTED AS THE FIRST REPEAT FIRST NON-SECURITY CAR AFTER THE SECRETARY'S LIMOUSINE.)

(3) ONE VEHICLE FOR THE PRESS SPOKESMAN.

(4) ONE VEHICLE FOR THE S/S TEAMS.

(5) PRESS TRANSPORTATION: PRESS PARTY WILL TOTAL ABOUT 15 MEMBERS. IF POSSIBLE WE PREFER ONE OR TWO MINI-BUSES OR CARS.

(6) ONE LARGE REPEAT LARGE VAN OR TWO STATION WAGONS OR TWO CARRYALLS FOR CLASSIFIED MATERIAL. IF SECRETARY AND SPECIAL ASSISTANTS WILL RESIDE IN GUEST QUARTERS SEPARATE FROM REMAINDER OF THE PARTY, A THIRD VEHICLE WILL BE REQUIRED TO TRANSPORT CLASSIFIED MATERIAL.

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(7) A TRUCK (ENCLOSED) FOR PERSONAL BAGGAGE.

(8) SY VEHICLE REQUIREMENTS SHOULD BE DISCUSSED WITH ADVANCE TEAMS.

POOL TRANSPORTATION WILL SUFFICE FOR REMAINDER OF THE PARTY.

SPECIAL NOTE: UNFORTUNATE EXPERIENCES IN THE PAST PROMPT THE REQUEST THAT YOU MAKE DOUBLY SURE DRIVERS KNOW HOW TO GET TO AND FROM VARIOUS POINTS THE PARTY WILL VISIT, INCLUDING THE APPROPRIATE AIRPORT, AND THE PREFERRED ROUTING. THEY SHOULD BE BRIEFED AND EXAMINED ON ROUTES BEFORE ARRIVAL OF THE PARTY.

8. ROOM AND CAR ASSIGNMENTS

UPON RECEIPT OF THE PASSENGER MANIFEST, MAKE ROOM AND CAR ASSIGNMENTS AND NOTIFY THE DEPARTMENT (S/S-EX) BY IMMEDIATE CABLE. NOTE: (A) THE MEDICAL OFFICER AND THE SY AGENTS ABOARD THE AIRCRAFT NEED NOT BE ASSIGNED TO SPECIFIC VEHICLES. (B) ONE SECRETARY WILL RIDE IN THE CAR WITH THE SPECIAL ASSISTANTS. (C) THE S/S-EX ADMINISTRATIVE OFFICER ABOARD THE AIRCRAFT WILL REMAIN AT PLANESIDE UNTIL AIRCRAFT IS CLEARED AND WILL PROCEED

TO THE HOTEL INDEPENDENTLY OF THE MOTORCADE AND THE REST OF THE PARTY.

9. SECURITY

A. THE STATE DEPARTMENT SECURITY OFFICERS ARE RESPONSIBLE FOR ALL PROTECTIVE SECURITY ARRANGEMENTS FOR THE SECRETARY. AN ADVANCE TEAM WILL ARRIVE AT POST FIVE TO SEVEN DAYS BEFORE THE VISIT. ETA WILL BE THE SUBJECT OF A SEPTEL.

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B. VIA SEPARATE MESSAGE SY WILL PROVIDE THE RSO WITH DETAILED INSTRUCTIONS FOR THE SAFEGUARDING OF CLASSIFIED MATERIAL.

C. TWENTY-FOUR-HOUR MSG COVERAGE WILL BE REQUIRED FOR OPEN STORAGE OF CLASSIFIED MATERIAL IN TWO SEPARATE SECURE AREAS WHICH SHOULD BE ESTABLISHED FOR: (I) THE SPECIAL ASSISTANTS' OFFICE, AND (II) THE S/S OFFICES AND SENIOR STAFF OFFICE. UNLESS THERE ARE COMPELLING REASONS TO THE CONTRARY, MSG'S SHOULD NOT REPEAT NOT BE IN UNIFORM.

10. BAGGAGE

A. SY OFFICERS WILL HANDLE THE SECRETARY'S BAGGAGE WHICH IS TRANSPORTED SEPARATELY FROM ANY CLASSIFIED OR OTHER PERSONAL BAGGAGE.

B. AN AMERICAN SHOULD BE ASSIGNED TO SUPERVISE THE HANDLING OF THE PARTY'S BAGGAGE ON ARRIVAL AND DEPARTURE.

C. BAGGAGE WILL BE PRE-TAGGED WITH THE INDIVIDUAL'S HOTEL ROOM NUMBER; SIMILARLY, AS PART OF THE DEPARTURE ARRANGEMENTS ALL BAGGAGE WILL BE TAGGED FOR THE NEXT STOP. IT IS IMPORTANT, THEREFORE, THAT ROOM ASSIGNMENT INFORMATION BE EXPEDITED. (SEE PARA. 6.)

D. THE AMERICAN RESPONSIBLE FOR SUPERVISING THE BAGGAGE SHOULD DISCUSS "BAGGAGE CALL" AND OTHER DETAILS REGARDING BAGGAGE HANDLING WITH THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY AS SOON AS POSSIBLE AFTER ARRIVAL.

E. ALL BAGGAGE CARRIED ON THE AIRCRAFT MUST BE INSPECTED BY SY TECHNICIANS PRIOR TO LOADING. THE EMBASSY EMPLOYEE RESPONSIBLE FOR THE BAGGAGE SHOULD DISCUSS TIME LIMITED OFFICIAL USE

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AND PLACE OF INSPECTION WITH THE SY ADVANCE TEAM.

F. POSTS SHOULD HAVE SUFFICIENT BAGGAGE HANDLERS AVAILABLE AT PLANESIDE AND AT THE HOTEL FOR BOTH THE PERSONAL BAGGAGE AND CLASSIFIED.

11. GIFTS

WE PREFER THAT THERE BE NO EXCHANGE OF GIFTS. BUT IF LOCAL CUSTOM MAKES AN EXCHANGE UNAVOIDABLE, GIVEN THE OPPORTUNITY, POST SHOULD EXPLAIN TO LOCAL OFFICIALS OUR RESTRICTIONS GOVERNING RECEIPT OF GIFTS. (SEE 3 FAM 621.) AS A CONTINGENCY, POST SHOULD APPOINT A GIFT OFFICER WHO SHOULD ASSUME RESPONSIBILITY FOR THE RECEIPT AND RECORDING OF ALL GIFTS AND FOR PREPARING THEM FOR SHIPMENT. IN THE EVENT THAT THERE WILL BE A GIFT EXCHANGE, AND AGAIN, UNLESS IT IS CONTRARY TO LOCAL CUSTOM, THE EXCHANGE SHOULD BE BETWEEN PROTOCOL OFFICERS.

12. SECRETARIAL/COURIER ASSISTANCE

A. THE SERVICES OF TWO (2) TOP-SECRET CLEARED SECRETARIES WILL BE REQUIRED FULL-TIME ON A CONTINUOUS, 24-HOUR, BASIS TO WORK WITH THE SECRETARIAT AND TO PROVIDE CLERICAL SUPPORT FOR OTHER MEMBERS OF THE PARTY. ADDITIONALLY, A THIRD SECRETARY MUST BE AVAILABLE AT ALL TIMES ON A CALL-IN BASIS.

B. A COURIER WILL BE REQUIRED TO LINK THE SECRETARIAT AND THE EMBASSY'S C&R UNIT. TWO COURIERS WILL BE NECESSARY FOR SIMULTANEOUS SERVICE FROM BOTH POINTS IF THE SECRETARIAT AND THE CHANCERY ARE DISTANT FROM EACH OTHER. VEHICLES SHOULD BE RESERVED FOR THE EXCLUSIVE USE OF THE COURIERS. A SCHEDULE OF SHIFTS FOR COURIERS SHOULD BE PREPARED AND MADE AVAILABLE TO S/S. EACH COURIER SHOULD HAVE A LARGE BRIEF-CASE IN WHICH HE WILL

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CARRY ALL TRAFFIC BETWEEN THE STATIONS HE SERVICES. IN THE EVENT THE SPECIAL ASSISTANTS' OFFICE IS IN A THIRD LOCATION, I.E., A GOVERNMENT GUEST HOUSE, THEN ADDITIONAL COURIER(S) MAY BE REQUIRED.

13. TDY ASSISTANCE

ALL REQUIREMENTS FOR TDY HELP, COMMUNICATORS, MARINES ETC., SHOULD BE DIRECTED TO THE DEPARTMENT.

14. ASSISTANCE TO AIRCRAFT CREW

UNLESS NOTIFIED TO THE CONTRARY, ALL ARRANGEMENTS FOR SERVICING THE AIRCRAFT AND TRANSPORTATION FOR THE CREW WILL BE HANDLED VIA MILITARY CHANNELS.

15. TELEPHONES

INSTRUCTIONS ON TELEPHONE REQUIREMENTS, A CRITICAL ITEM, ARE CONTAINED SEPTEL.

16. OFFICE MACHINES & OFFICE SUPPLIES

A. TYPEWRITERS: ELECTRIC, LARGE PICA TYPE, PREFERABLY IBM SELECTRIC BUT MINIMUM REQUIREMENT IS THAT TYPE BE IDENTICAL FOR MACHINES IN EACH SUITE OF OFFICES.

B. COPY MACHINES: PLEASE OBTAIN BEST AVAILABLE. IT IS ESSENTIAL THAT 24-HOUR SERVICING BE AVAILABLE AND/OR A BACKUP MACHINE PROVIDED.

C. OFFICE SUPPLIES: REASONABLE AMOUNTS OF THE FOLLOWING OFFICE SUPPLIES ARE REQUIRED FOR EACH OFFICE: 3" X 5" PADS, YELLOW/WHITE DRAFTING TABLETS, PLAIN WHITE BOND, CARBON PAPER, OUTGOING TELEGRAM FORMS, FILE FOLDERS AND LARGE MANILA ENVELOPES, PENS/PENCILS, STAPLERS, STAPLE LIMITED OFFICIAL USE

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REMOVERS, NYLON THREADED PACKING TAPE AND REGULAR SCOTCH TAPE, THREE-HOLE PUNCH, PAPERCLIPS (IN ALL SIZES), IN AND OUT BOXES, BURN BAGS, EMBASSY PHONE BOOK, DIPLOMATIC LIST.

NOTE: WE DO NOT REPEAT NOT NEED SAFES, OPERATION MEMO-ANDUM FORMS, INCOMING TELEGRAMS FORMS, AIRGRAM FORMS.

17. PASSES

IT IS VITAL THAT PARTY MEMBERS BE PROVIDED WITH PASSES OR OTHER CREDENTIALS RECOGNIZED BY LOCAL AUTHORITIES WHICH WILL PERMIT ACCESS TO LOCATION WHERE SECRETARY HOUSED, TO AIRPORT DEPARTURE AREA, AND OTHER CONTROL POINTS DURING VISIT.

18. MISCELLANEOUS

(1) ADVISE SOONEST RUSH HOUR AND NON-RUSH HOUR DRIVING

TIMES BETWEEN HOTEL, EMBASSY, AIRPORT, MEETING PLACES,
ETC.

(2) ADVISE OF ANY SPECIAL LOCAL CONDITIONS, HOLIDAYS,
STRIKES ETC., WHICH MIGHT AFFECT VISIT.

(3) ADVISE OF ANY SPECIAL CLOTHING REQUIREMENTS, IN-
CLUDING BLACK TIE FUNCTIONS.

(4) ROOM KEYS SHOULD BE IN DOORS OR AVAILABLE FROM THE
VISITORS RECEPTION ROOM ON ARRIVAL.

(5) ADVISE LOCAL ELECTRICAL CHARACTERISTICS.

(6) EXCEPT FOR POTABLE WATER (AS APPROPRIATE) NO BEVERAGES
SHOULD BE PLACED IN THE VISITORS' ROOMS.

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(7) THE ADMINISTRATIVE OFFICER ACCOMPANYING THE PARTY
IS JAMES B. MORAN AND HE SHOULD BE MET AT PLANESIDE BY
THE ONTROL OFFICER OR THE INDIVIDUAL RESPONSIBLE FOR
ADMINISTRATIVE ARRANGEMENTS.

(8) MESSAGES TO THE DEPARTMENT ON ADMINISTRATIVE ASPECTS
OF THE VISIT SHOULD BE SLUGGED FOR S/S-EX.

19. SPECIAL INSTRUCTIONS

A. GROUND TRANSPORTATION SHOULD BE ARRANGED SO THAT
STAFF AND PRESS TRAVELLING WITH THE SECRETARY ARRIVE AT
PLANESIDE NO LATER THAN THIRTY MINUTES BEFORE SCHEDULED
DEPARTURE TIME.

B. WITH RESPECT TO ADMINISTRATIVE/LOGISTICAL SUPPORT,
INCLUDING THE USE OF THE VISITORS' RECEPTION ROOM,
ACCOMMODATION EXCHANGE, VISA WAIVERS AND BAGGAGE HANDLING,
MEMBERS OF THE PRESS TRAVELLING ABOARD SECRETARY'S
AIRCRAFT ARE CONSIDERED AN INTEGRAL PART OF THE SEC-
RETARY'S PARTY.

C. FOR TEL AVIV: UNLESS YOU RECOMMEND OTHERWISE, WE
THINK THAT FROM THE OPERATIONAL STANDPOINT IT MIGHT BE
BEST TO STICK WITH THE KING DAVID HOTEL FOR THIS TRIP.

D. FOR CAIRO: WE WILL LEAVE IT TO YOU WHETHER THE NILE
HILTON OR THE SHERATON WILL BE BEST FOR THE PARTY.
PLEASE ADVISE WHETHER GOE PLANS TO INVITE SECRETARY TO
STAY AT TAHRA PALACE.
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